ADDRESSING NEGATIVE QUOTA BALANCES

INTRODUCTION

Formula for calculating the remaining balance on a quota:

Remaining = Entitlement – Requested - Compensated

The Remaining balance on a quota is simply a mathematical calculation that subtracts the Requested hours (time sheet absences) and Compensated hours (0416 pay-outs) from the Entitlement hours (normal accruals, offset hours, and 2013 corrections). Therefore, if a recalculated Entitlement amount ends up being less than the total of Requested and Compensated hours, the Remaining amount, or balance, will be negative.

There are controls built into the time sheet that will not let an absence be entered if there aren't enough hours of Remaining balance in the quota(s) that the absence type deducts from. Entering absences on the time sheet cannot cause a quota balance to go negative.

Similarly, an 0416 - Time Quota Compensation record (leave pay-out) cannot be created if there aren't enough hours of Remaining balance in the quota. Creating an 0416 record cannot cause a quota balance to go negative.

Negative quota balances can result from any change that reduces the Entitlement amount on a quota. All changes to the Entitlement amount are made through accruals, which are visible in PT50 on the Accrual tab. Changes that can result in the reduction of an Entitlement amount include:

- a 2013 – Quota Correction record with the "Reduce" option chosen
- changed time data or time settings that alter how many hours were accrued in a quota
- a correction to Time Evaluation configuration that alters the calculation of accruals

Retro processing of Time Evaluation will recalculate the Entitlement amount, applying any changes from the items mentioned above. However, the retro calculation process does not update absence deductions made against the quota from time sheet entries, nor does it change any 0416 pay-out records.

Therefore, best practice involves periodic monitoring for negative quota balances. Report PT_BAL00, with selection variant /NEGQUOTA, can be used to look for negative quota balances. If found, negative balances can be addressed using the information below.

INVESTIGATING NEGATIVE QUOTA BALANCES

When working to correct negative balances for quotas involved in a leave hierarchy, start with the quotas at the bottom of the hierarchy.

- Approved Leave hierarchy: Quotas 22, 20, 26, 24, 10, 50, then 31
- Sick Leave hierarchy: Quotas 15, 80, then 32
- NCEL PTO hierarchy: Quotas 22, then 70
- NCEL Sick hierarchy: Quotas 70, then 80

Once an employee with a negative quota balance has been identified, use transaction PT50 to pull up that employee's quota details.

In PT50, click the "All" button on the Selection dates tab. Then click on the Absence quotas tab. Click the "Expand" button to see all detail rows for the quotas. Look at the detail rows under each summary row for the quota with a negative amount in the "Remaining" column.

- If the "Entitlement" value on a row is negative, this is a clue to look at 2013 records for that quota. There is likely to be a 2013 to "reduce" hours from the quota. Determine if that 2013 is appropriate and remove or change it if necessary. Time Eval will need to run after any changes are made to 2013's before you check the effect on the quota balance. More information on proper 2013's can be found in this document: http://help.mybeacon.nc.gov/beaconhelpqa/Workshops/Quota Corrections Workshop/pdf_Quota Correction Notes.pdf

- If there is a value in the "Compensated" column, this is a clue that you should look at 0416 records for that quota. There is likely to be a 0416 record to "pay out" hours from that quota. Determine if the 0416 is appropriate and remove or change it if necessary. Time Eval should run after any changes to 0416's before you check the effect on the quota balance.

- If any 2013's and 0416's are ok, or there are none, the next step would be to verify that the "Entitlement" value is correct. This would involve manually checking that all accruals showing in PT50 for that quota are correct.

- If the "Entitlement" value is greater than or equal to zero and the "Compensated" value is zero, then look at the hours in the "Requested" column. The number of "Requested" hours will be greater than the number of "Entitlement" hours, producing the negative remaining balance. This indicates that there are absence deductions against that quota that were entered before the entitlement was recalculated and reduced. Updating the absence deductions is the next logical step towards removing the negative balance.

UPDATING ABSENCE DEDUCTIONS

Use the Update Absence Deductions process to remove the negative balance. This process shifts the deduction of hours from one quota to the next quota with remaining hours up the hierarchy. More information on this process can be found in this document:
http://help.mybeacon.nc.gov/beaconhelpqa/Workshops/Quota Corrections Workshop/pdf_Updating Absence Deductions_091708.pdf

- If the quota you're working on is not in a hierarchy, updating the absence deductions cannot work because there is no other quota into which the deductions can be moved. (See the following section for what to do next.)

- If there aren't enough hours remaining in the quotas above that one in the hierarchy, updating an absence deduction will not work. (See the following section for what to do next.)

- If the particular absence you're trying to update has been associated with an FMLA event, updating the absence deduction will not work. A Leave Administrator will have to unassociate that absence from the FMLA event, then update the absence deduction, and then re-associate the absence to the FMLA event.

- If there are remaining hours in other quotas within the hierarchy, but updating the absence deductions still does not work, contact BEST for further assistance.

If updating the absence deduction(s) is successful, the results will be seen immediately.

WHAT TO DO WHEN THERE IS NOT ENOUGH LEAVE AVAILABLE

If there are not enough remaining hours in other quotas in the leave hierarchy to cover the negative balance, or the quota is not part of a leave hierarchy, the next step would be to adjust the original absence record(s) in the time sheet. The A/A Type on the absence(s) will have to be changed to another value.

> **NOTE**: Changing the absence type should be done in accordance with policy. For example, changing an Approved Leave absence to Sick Leave may not be appropriate, depending on the reason for the absence.

For Holiday Leave (quota 40), negative balances can be due to employees who used absence type 9300 even though the holiday hours should have already been moved to Holiday Comp. This situation was likely prior to the January 2009 corrections to Time Eval configuration. Time Eval now moves Holiday hours to Holiday Comp appropriately. To correct this situation, the A/A Type 9300 absence(s) in the time sheet should be changed to A/A Type 9000, which will deduct from the Holiday Comp quota (22), where the hours now reside.

If the employee does not have enough remaining hours in another quota, then absence type 9400 – Leave Without Pay, should be used. This will result in pay being docked for the absence hours involved.

The full effects of changing the absence type on the time sheet will not be seen until after Time Eval has been run again.

If this document does not address situations you are dealing with, or you still have questions, please contact BEST for further assistance.